

Message Text

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FM AMEMBASSY QUITO

TO SECSTATE WASHDC 2236

INFO AMCONSUL GUAYAQUIL

UNCLAS QUITO 5613

FOR COMMERCE AND WASHINGTON ACTION STAFF

E.O. 11652: N/A

TAGS: BEXP, APER, EC

SUBJECT: FY 75 CCP - REQUEST FOR ADDITIONAL LOCAL EMPLOYEE

REF: QUITO 4921

1. FOR REASONS NOTED IN DRAFT FY 1975 CCP, AND FURTHER DESCRIBED BELOW, THE EMBASSY REQUESTS INCREASED FUNDING FOR THE HIRING OF ONE ADDITIONAL FOREIGN SERVICE LOCAL EMPLOYEE.

2. EMBASSY HAS NO COMMERCIAL LIBRARIAN TRAINED IN MAINTENANCE AND USE OF A LIBRARY, IN ASSISTANCE TO VISITORS, AND PROPER EXPLOITATION OF OUR NEW TRADE CONTACT FILES AND CATALOG SECTION. EMPLOYEE NOW TENDING LIBRARY IS A LOCALLY-CONTRACTED TRANSLATOR WHO MUST SERVICE TRANSLATION NEEDS OF THE ENTIRE EMBASSY, AND WHO, SOME YEARS AGO, WAS GIVEN THE COMMERCIAL LIBRARY AS AN ADDED RESPONSIBILITY. DESPITE NUMEROUS ATTEMPTS TO RAISE LEVEL OF LIBRARY SERVICES TO EFFECTIVELY SUPPORT OUR EXPORT PROMOTION PROGRAM, RESULTS HAVE BEEN MARGINAL.

3. INCREASED BURDEN OF ROUTINE COMMERCIAL SERVICES AND ACTIVE EXPORT PROMOTION PROGRAM IN FAST-GROWING MARKET HAVE RESULTED IN URGENT NEED FOR THIS NEW EMPLOYEE. ECUADOR HAS BEEN DESIGNATED A PRIORITY MARKET AND CCP COUNTRY. COMMERCIAL SECTION IN QUITO NOW CONSISTS OF TWO OFFICERS, ONE LOCAL COMMERCIAL SPECIALIST, UNCLASSIFIED
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AND ONE LOCAL SECRETARY. ADDITIONAL OFFICER WILL JOIN SECTION ON HALF TIME BASIS STARTING SEPTEMBER 16. WITH THE BEST OF IN-

TENTIONS AND MOST ASSIDUOUS DEDICATION, LOCAL SECRETARY CANNOT HOPE TO COPE WITH SUBSTANTIAL VOLUME OF TYPING AND FILING GENERATED BY THE OFFICERS AND LOCAL SPECIALIST. ALTHOUGH WTDRS ARE NOW BEING CONTRACTED, SECRETARY IS REQUIRED TO TYPE FINAL REPORTS TO WASHINGTON AS WELL AS ALL OTHER AIRGRAMS AND TELEGRAMS, COMMERCIAL NEWSLETTER, INVITATIONS TO U.S. COMMERCIAL EXHIBITIONS, MEMOS AND BUSINESS CORRESPONDENCE. AS CONSEQUENCE, COMMERCIAL SECTION FACES COUNTINUING BACKLOG.

4. AS SOLUTION TO ABOVE PROBLEMS, WE PROPOSE HIRING ADDITIONAL LOCAL FEMALE EMPLOYEE AS COMMERCIAL LIBRARIAN WHO ALSO HAS TYPING SKILL. AS LIBRARIAN, SHE WOULD INSTITUTE AND MAINTAIN CARD INDEX OF REFERENCE WORKS, TRADE CONTACT FILES, CATALOGS, AND PERIODICALS, AND PROVIDE FULL RANGE OF LIBRARY SERVICES TO VISITORS. ADDITIONALLY, SHE WOULD ABSORB OVERFLOW OF CLERICAL WORKLOAD.

5. ESTIMATED SALARY FOR ADDITIONAL EMPLOYEE WOULD BE 7,500 SUCRES (US \$300) PER MONTH.

6. REQUEST THAT DEPARTMENTS OF COMMERCE AND STATE GIVE PROMPT AND FAVORABLE CONSIDERATION.
BREWSTER

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